The IBM Canada Work-Life Pledge

Supplement to the Covid-19 work from home pledge

I pledge to:

| Support work-life balance |
|---|
| Take breaks and vacation days to recharge |
| Take care of myself and my family |
| Show appreciation and recognition |
| Protect my calendar |
| Respect other people's time |
| [insert here] |



The IBM Canada Work-Life Pledge

Supplement to the Covid-19 work from home pledge

I pledge to:

Support work-life balance

· Make sure you plan with your manager to find time and flexibility in your schedule to recharge.

Take breaks and vacation days to recharge

- Block your calendar for a mid-day break so that you can stretch, eat and be productive throughout the day.
- You've earned your vacation days. Even if you are not travelling, you still need to take a break from work.

Take care of myself and my family

 Take care of yourself and your family needs first, then you will be able to better focus on your responsibilities at work.

Show appreciation and recognition

- IBMers are now empowered with BluePoints to give awards to each other supporting our culture of Growth, Innovation, Feedback, and Inclusion.
- Appreciate and give thanks to your peers frequently and often. It is a powerful gesture.

Protect my calendar

- Your time is valuable, which is why it's important that you block a few hours each week for you to focus on YOURSELF!
- Use your time for learning, career development and work-life balance.

Respect other people's time

- Schedule meetings during core business hours only, avoiding lunch time.
- Does everyone need to be there? Would an email make more sense? Can that 1 hour meeting be shortened to 30 minutes?

[insert here]

 Use this space to insert additional pledges that you would like to adhere too to ensure you have work-life balance in your life.

